

# **Clark County Veterans Resource Committee Bylaws**

## **Article I – Purpose**

1. To develop programs or procedures that are consistent with the welfare of indigent and suffering veterans and eligible family members of those veterans.
2. To serve, as an Advisory Board on Veterans needs in accordance within these guidelines, Clark County Codes, and RCWs relating to Veterans Relief to the Clark County Legislature.
3. To provide a venue by which each nationally recognized Veterans organization and Veterans from the community at large, that have registered with the County under Washington State RCW 73.08.101 to provide services to veterans, may request representation on the Clark County Veterans Resource Committee (with proof of service in the United States Armed Forces).
4. To promote awareness of the CCVRC and its purpose throughout Clark County.
5. To provide policy guidance and advice to Clark County regarding all services funded by the Veterans Assistance Fund.

## **Article II – Membership**

### **Section 2.1 - Organization Requirements**

1. Each nationally recognized Veterans' organization or veteran from the community at large that has registered with the County under Washington State RCW 73.08.010. Veterans at large shall present a letter of appointment and provide proof of service in the Armed Forces.
2. Service organizations and Veterans at large may be given full membership by majority vote of the Resource Committee.
3. No less than a majority of the board members shall be members from nationally recognized veterans' service organizations and only veterans are eligible to serve as board members.
4. The County Legislative authority may provide for reimbursement to board members for expenses incurred on behalf of the CCVRC.

### **Section 2.2 Membership Qualification**

1. **Members from Veterans Organizations:** In even numbered years, nationally recognized Veterans' organizations within Clark County shall renew their membership with a Letter of Appointment showing a Primary and an Alternate representative and signed by the Commander (President) and the Adjutant (Secretary). A copy of the charter and nonprofit status from the

Secretary of the State of Washington from the organization shall be provided as documentation and shall be maintained on file with the CCVRC. The Letter of Appointment shall be presented to the CCVRC no later than 1 December. The CCVRC shall forward said Letter of Appointment with appropriate documentation to Clark County, Department of Community Services, who will maintain a copy on file. There shall be no limitation on the number of years that an appointee from a veterans organization may serve on the committee.

2. **Members At Large:** All veterans at large in the community who desire to serve on the CCVRC shall provide a Letter of Appointment, proof of residency in Clark County and proof of service in the Armed Forces. Members at Large must be approved by a vote of the CCVRC membership. If approved, Members At Large will have full membership with voting rights and will serve until the end of the calendar year. Members At Large can be reappointed annually in December by a vote of the CCVRC. Members At Large do not have alternate representatives. There shall be no limitation on the number of years that a member at large may serve on the committee.

### **Section 2.3 - Termination**

1. When a member of the CCVRC voluntarily removes his/her membership from the CCVRC the committee shall notify the representative organization by letter and that organization will have 30 days to submit a new Letter of Appointment. Members at Large who voluntarily remove themselves from membership shall submit a letter of resignation and CCVRC shall keep the document on file.
2. A member of the CCVRC may only be involuntarily terminated by a vote of the membership. This vote is final. In all cases involving involuntary termination, the CCVRC shall provide documentation showing cause, delineating the problem, and results of the review by the committee to the representative organization. The representative organization will have 30 days to submit a new Letter of Appointment.
3. If a CCVRC member has more than three (3) unexcused absences from CCVRC scheduled business meetings, this may be cause for termination from the committee. The representative's organization shall be notified and will have 30 days to submit a new Letter of Appointment.

### **2.4 - Alternate Membership**

Each organization may appoint one (1) alternate member. Alternate Members who are appointed in accordance with Sections 2.1 and 2.2 shall be able to vote on issues only in the absence of the Primary member of the organization they are representing. The Alternate member shall be guided by sections of the CCVRC Bylaws.

### **Section 2.5 - Fees**

There shall be no fees assessed for membership.

## **Article III – Voting**

### **Section 3.1 - Quorum**

A quorum shall consist of a minimum of two elected officers and five Primary and/or Alternate members of the CCVRC at an appropriately announced meeting.

### **Section 3.2 - Voting**

Each member that has filed a Letter of Appointment with the CCVRC shall have one vote. Alternate members shall have one vote in the absence of the Primary member. Any voting member who is a part of any proposal or entity presenting a proposal to the CCVRC for a decision shall abstain from voting. The Chair shall only vote in such cases as to break a deadlock. The Chair or any member may call for a roll call vote on any question.

## **Article IV Officers**

### **Section 4.1 - Officers**

All Officers of the CCVRC must be a primary representative of a nationally recognized veterans organization.

1. Chair shall preside at all meetings of the CCVRC.
2. Vice Chair shall preside at all meetings in the absence of the Chair and assume all duties if the Chair is absent or has vacated the position.
3. Secretary shall address questions of the RCW, Codes, Bylaws and Policies and Procedures when appropriate.

### **Section 4.2 Elections**

Elections shall be conducted in the scheduled meeting in December. The nomination committee shall have no less than three (3) members on the committee; the Chair shall appoint the nominating committee chair, who shall select from the membership at least two (2) members to serve on this committee. The nomination committee shall seek nominations from the membership and present those nominations at the November meeting of the CCVRC. Nominations may be presented by any member from the floor on the day of elections.

### **Section 4.3 - Term of Office**

The elected officers of the CCVRC shall assume duties and responsibilities on 1 January of each year. No member may hold the office of Chair or Vice Chair for more than three (3) consecutive years.

### **Section 4.4 - Contract and Correspondence**

Clark County shall review all contracts and no contract shall be entered into without the specific consent and guidance of the Clark County Department of Community Services. Once a contract is approved by Clark County the Chair and Vice Chair may sign any contract and/or agreement with approval of the membership. Two signatures are required on any contract or agreement. All outgoing correspondence from the CCVRC shall be signed by the Chair or the acting Chair.

### **Section 4.5 – Ascension**

Should any of the elected officers (Chair, Vice Chair, Secretary) resign or become unable to perform their required duties, the order of ascension to the Chair is the Vice Chair then it ascends to the Secretary. If the Vice Chair or Secretary is not available to perform the duties of the Chair, the membership represented by a quorum shall appoint another member.

## **Article V – Committees**

### **5.1 - Assignments**

There shall be three (3) standing committees: Nominating Committee, Appeals Committee and Policy and Procedures Committee. The Chair of the CCVRC shall appoint the Committee Chairs and it will be the responsibility of the Committee Chair to select members of the committee, no less than three (3) members and to make appropriate reports to the membership on activities of the committee and resulting action. In the event that the Committee Chair is unable to retrieve enough members, the Chair of the CCVRC shall appoint the needed members. The Chair may appoint other special committees as necessary with a timeline for completion of the task and reporting.

### **Section 5.2 - Responsibilities**

1. Nominating Committee: The Nominating Committee shall submit a list of prospective candidates for offices in the month of November to the membership for elections in December.
2. Appeals Committee: A three (3) or five (5) member Appeals Committee shall handle all appeals and/or Waivers from Veterans who have submitted their requests within five (5) working days. The appeals committee shall be prepared to hear all appeals and submit a resulting letter to the person appealing and a copy of report to the Service Officer for filing.
3. Policy and Procedures Committee: The committee shall meet annually to review Bylaws, Policies, Procedures, and shall present recommended changes to the membership for a final determination.

## **Article VI – Meetings**

### **Section 6.1 - Regular Meetings**

The CCVRC shall conduct a minimum of nine (9) regular meetings within the fiscal year. Any member organization of the committee who has three (3) unexcused absences may be terminated from membership by a vote of the CCVRC and notification to the member's organization and/or agency will be forwarded. Reinstatement will comply with Section 2.4 - Termination.

### **Section 6.2 - Special Meetings**

The Chair may call for Special Meetings to address specified issues. Any member of the CCVRC may request of the Chair a special meeting with appropriate justification and by a vote of the membership.

## **Article VII - Fiscal Year**

The fiscal year shall be 1 January through 31 December.

## **Article VIII – Amendments**

The CCVRC Bylaws may be amended at any authorized meeting of the CCVRC. Copies of any proposed changes and/or amendments to these bylaws will be presented to the membership ten (10) days prior to any meeting wherein they will be adjudicated.

## **Article IX - Parliamentary Authority**

The CCVRC shall be governed by Robert's Rules of Order, newly revised, in all cases that are not covered by the bylaws.

## **Article X - Clark County Roles and Responsibilities for the CCVRC**

### **Section 10.1 Fiscal Management**

The County Department of Community Services acts as the fiscal agent for the Veterans Resource Committee and provides the following assistance:

**Monthly Reimbursements:** Process monthly reimbursements to the contracted agencies, including VSO, for the cost of assistance provided to veterans.

**Oversight:** Provide oversight to ensure accountability of funds. County will make a monthly review of the submitted invoices/checks from the subcontractors to determine if funds are appropriately spent.

**Annual Review:** Work with the County Auditor's Office to schedule and perform an annual review of the Veterans Relief Fund.

**Annual Budget:** Develop an annual budget, and process budget adjustments through the Supplemental Appropriation hearing process.

**Tracking and Reporting:** Compile revenue and expenditure tracking and reporting: perform internal auditing of vouchers and other expenses for compliance with state law and fiscal agency policies and procedures.

**Financial Statements:** Provide fiscal information to the Veterans Resource Committee, as requested, but a minimum provide quarterly financial statements and annual financial reports.

### **Section 10.2 Administrative Support**

The County Department of Community Services provides administrative assistance to the Veterans Resource Committee, including the following:

**Procurement Process:** Prepare an RFP for the Veterans Assistance Fund, following the county's procurement procedures. Ensure that all documentation is on file with the County's Purchasing Department. Assist with developing proposal rating sheets.

**Contracting:** Prepare contracts, reviewed by the Veterans Resource Committee, that allocate funds to assistance organizations awarded contracts through the County procurement process.

**Monitoring:** Provide subcontractor monitoring following the County's risk assessment process. Ensure oversight and documentation of organizations that make assistance determinations and process costs charged to the Veterans Assistance Fund. Monitoring includes ensuring that direct

service providers have standard performance practices in accordance with county code, state, and federal laws.

**Planning:** Assist the Veterans Resource Committee with evaluations regarding the effectiveness of programs.

**Indirect costs:** Incurred in the administration of the Veterans Fund as authorized by RCW 73.08.080 and Clark County Code 2.29.095 Rule 7.

*Bylaws last updated: March 23, 2011*